



JOB POSTING

Benefits Eligible
Full-Time Position
Salary Range:
\$29,000 to \$32,000
Annually

Position: GIS Coordinator Dept: Engineering Department

Posting Dates: 6-18-07 until filled

Summary: Manage and coordinate the collection, maintenance, analysis, delivery and archiving of spatial data for various projects. Maintain the GIS project including contracts with current and future vendors. Will utilize database software to update, edit, and extract tabular data for integration into GIS. Perform data queries, analysis, and other GIS duties as assigned. Create maps and datasets including hard copy print, plot, and electronic deliverables for distribution.

Position Responsibilities (include but are not limited to the following):

- Maintain contracts with GIS vendors
- Supervise intern duties
- Manage revenue created from the Electronic Map Generation fund
- Participate in IGIC sponsored events and maintain IGIC membership
- Perform maintenance on existing GIS data layers
- Searches for and compiles field data based on project needs and specifications
- Utilizes basic mapping (plotting) technology to create maps according to customer requirements (either digital or hard copy)
- Uses various computer programs (such as ArcGIS, ARC Info, ARC View, etc.) to create and manipulate files
- Assist in gathering and documenting information
- Create graphics, figures, and drawings as requested
- Create Digital Archive of existing drawings
- Complete as-builts
- Manage office printers and scanners
- Coordinates client department requests for mapping services
- Serve as the City's representative to the Countywide GIS coordination effort
- Provide training to officer personnel to utilize the GIS website and also Cityworks software.
- Manage Cityworks training and application in various City of Terre Haute Departments.
- Oversee the QA/QC process of both data generated in-house and acquired from outside sources or converted from paper to raster or vector formats.

Knowledge, Skills, and Abilities Required:

Ability to troubleshoot data discrepancies * Must be able to work well with others * Willingness to seek out and attend professional seminars * Willingness to seek out GIS solutions to functions within the office

Minimum Qualifications: **Education/Training:** Bachelor's Degree **Experience:** 5 years practical experience preferred. Excellent computer skills to include MS Excel, MS Word, MS Access, etc.

Excellent written and oral communication skills. GIS training and experience is preferred.

Working Conditions: Office setting, limited field work **Physical Requirements:** Ability to sit for extended periods of time * Ability to perform computer activities for extended periods of time

Internal Candidates must complete and submit a Job Interest Form, attaching a current resume, to the Human Resources Department. Job Interest Forms are available for download on the City's Intranet site under HR section/Forms & Resources or you may contact HR at 244-2326.

How To Apply: Applications/Resumes and professional references will be accepted in person or by mail, fax or email your resume to:

City of Terre Haute
Human Resources
17 Harding Ave
Terre Haute, IN 47807

Confidential Fax: 812-244-2302 **Email:** hr@terrehaute.in.gov

Applications will be accepted until the position is filled.